

Travel & Expense Account Summary

Employee Name	KIMBERLY BELSHE	Request Total	\$ 150.00
Expense Dates	04/25/10-04/25/10	Direct Charge Total	- 0.00
Report Name	Attend NASHP Executive Committee Meeting in Minneapolis, MN	Travel Advances	- 0.00
		Net Due Employee	= 150.00

Trip Totals	Trip/Expense Category	Trip Name	Total Amount
Regular Travel		NASHP 4.25.10	150.00

NOTE: (d)=Direct Charge

DATE	Sun Apr 25									TOTAL
Business Expense - Other	150.00									150.00
TOTALS \$	150.00									150.00

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Employee Name	BELSHE, KIMBERLY
Expense Dates	04/25/10-04/25/10
Total Expense Amount	150.00
Amount Due Employee	150.00
Form ID	TEA000699773

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/25	O/S Business Expense - Other	150.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review.	

**Travel & Expense Account
Transmittal Sheet**

I have reviewed the following documents.

Approved
by:

SONIA P FERNANDEZ-HERRERA

Travel & Expense Account Summary

Employee Name	KIMBERLY BELSHE	Request Total \$	27.00
Expense Dates	04/20/10-05/26/10	Direct Charge Total -	0.00
Report Name	Attend various offsite meetings	Travel Advances -	0.00
		Net Due Employee =	27.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Capitol meeting	12.00
Regular Travel	Attend Event	15.00

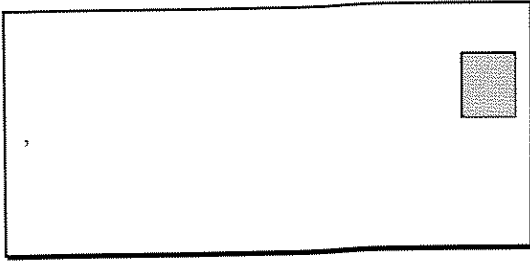
NOTE: (d)=Direct Charge

DATE	Tue Apr 20									TOTAL
Parking, Auto	15.00									15.00
TOTALS \$	15.00									15.00

DATE	Wed May 26									TOTAL
Parking, Auto	12.00									12.00
TOTALS \$	12.00									12.00

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name	<u>BELSHE, KIMBERLY</u>
Expense Dates	<u>04/20/10-05/26/10</u>
Total Expense Amount	<u>27.00</u>
Amount Due Employee	<u>27.00</u>
Form ID	<u>TEA000699788</u>

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/20	Parking, Auto	15.00	
2)	05/26	Parking, Auto	12.00	

2. Forward Transmittal Sheet and attached documentation through your approval process.

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by:

SONIA P FERNANDEZ-HERRERA